

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**



MANPOWER STANDARD 43A0T8

1 JULY 2001

Manpower Standard

SECURITY FORCES MEDICAL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the NGB PDC WWW site at:
<http://www.ngbpdc.ngb.army.mil/angseries.asp>

OPR: ANG/XPME (Mr. S. Griffith)

Certified by: ANG/CS (Col S. Wassermann)

Pages: 11

Distribution: F

This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the 204th Security Forces Squadron, Ft Bliss, TX. This ANGMS applies to the 204th Security Forces Squadron, Medical mission only. This standard applies to peacetime operations only. The Air National Guard (ANG) is the authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the Security Forces Support function. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson ANG Base, TN 37777-6283.

1. STANDARD DATA.

1.1. Approval Date: 1 July 2001

1.2. Man-hour Data Source: Operational Audit method (historical record and technical estimate techniques).

1.3. Standard Man-hour Equation: $Y = 44.57 + 0.8774X$.

1.4. Workload Factor.

1.4.1. Title: Total Military Population Supported.

1.4.2. Definition: The average monthly military authorizations supported within the 204th Security Forces Squadron.

1.4.3. Source: Unit Manning Document (UMD) (34 Command File Part B) maintained by ANG/XPMM.

1.4.4. Points of Contact.

1.4.4.1. Functional: Major Daniel Steiner, ANG/204SFS

1.4.4.2. Manpower: Mr. Steve Griffith, ANG/XPME

2. APPLICATION INSTRUCTIONS.

2.1. Step 1. Man-hour Equation. Apply the man-hour equation in Paragraph 1.3., to determine required man-hours.

2.2. Step 2. Man-hour Availability Factor (MAF). Divide the resulting man-hours by the appropriate MAF times the overload factor.

2.3. Step 3. Upper and Lower Extrapolation Limits:

2.3.1. $Y_U = 177.44$.

2.3.2. $Y_L = 106.46$.

Step 4. Air Force Specialty Codes (AFSC) Requirement. Use the Manpower Table Attachment 3 to determine required AFSCs.

3. STATEMENT OF CONDITIONS. The conditions listed below had no affect on the development of this standard: minimum response rates, minimum manpower levels, standardized crew complements, safety considerations, aircraft turn-around time, length of waiting periods, levels of backlog and hours of operation.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 38-201, *Determining Manpower Requirements*

AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*

AFMS 00AA, *Standard Indirect Description*

Abbreviations and Acronyms

ADP - Automated Data Product

AF - Air Force

AFSC - Air Force Specialty Codes

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

BFM - Body Fat Measurement

EKG - Electrocardiogram

FMB - Financial Management Board

LOD - Line of Duty

MEP - Management Engineering Program

MERC - Medical Equipment Repair Center

POD - Process Oriented Description

SG - Surgeon General

TCTO - Time Compliance Technical Order

TDY - Temporary duty

UMD - Unit Manning Document

UTA - Unit Training Assembly

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances. See AFI 38-201.

Man-hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period of time equal to 60 minutes.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Process Oriented Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2**PROCESS ORIENTED DESCRIPTION
MEDICAL****Table A2.1. Listing of Functional Processes.**

1.	MANAGEMENT.
1.1.	PROVIDES TECHNICAL MEDICAL BRIEFING AND ASSISTANCE.
1.1.1.	BRIEFS AND ASSISTS THE COMMANDER.
1.1.2.	BRIEFS AND ASSISTS SENIOR MEDICAL STAFF.
1.1.3.	BRIEFS AND ASSISTS SUPPORTED UNIT.
1.1.4.	BRIEFS AND ASSISTS WORK CENTER SUPERVISOR.
1.1.5.	BRIEFS INDIVIDUAL.
1.1.6.	BRIEFS INSPECTION TEAM.
1.2.	MANAGES FULL-TIME HEALTH PROGRAM FOR SUPPORTED UNIT.
1.2.1.	ADMINISTERS BASE OCCUPATIONAL HEALTH PROGRAM.
1.2.2.	ADMINISTERS SAFETY PROGRAM. Disseminates safety program information, conducts facility safety inspection, reports safety violation, completes corrective action, and schedules safety training.
1.2.3.	ADMINISTERS FORMAL MEDICAL AGREEMENT. Coordinates/negotiates with civilian community, hospital director, hospital administrator, county coroner, and/or medical treatment facility.
1.3.	PARTICIPATES IN ACCIDENT/INCIDENT INVESTIGATION.
1.4.	INVESTIGATES INQUIRY. Researches, compiles information, and generates response to inquiry.
1.4.1.	RESPONDS TO CONGRESSIONAL INQUIRY.
1.4.2.	RESPONDS TO BOARD OF CORRECTION OF MILITARY RECORDS INQUIRY.
1.4.3.	RESPONDS TO INSPECTOR GENERAL INVESTIGATION.

1.4.4.	RESPONDS TO STATE INQUIRY.
1.4.5.	RESPONDS TO ANG/SG INQUIRY.
1.5.	COORDINATES EMPLOYEE HEALTH AWARENESS PROGRAM. Coordinates employee involvement by identifying employee need, scope of involvement, and obtaining recommendation for intervention.
1.6.	RESPONDS TO HEALTH SERVICES READINESS INSPECTION.
2.	PHYSICAL EXAMINATION.
2.1.	SCHEDULES PHYSICAL EXAMINATION.
2.2.	PERFORMS PARAPROFESSIONAL TASK ASSOCIATED WITH PHYSICAL EXAMINATION/STANDARD.
2.2.1.	PREPARES EXAMINATION ROOM.
2.2.2.	TAKES HEIGHT, WEIGHT, BLOOD PRESSURE AND/OR PULSE.
2.2.3.	PERFORMS BODY FAT MEASUREMENT (BFM).
2.2.4.	CHECKS PROFILE FACTOR.
2.2.5.	PERFORMS ELECTROCARDIOGRAM (EKG) TEST.
2.2.6.	PERFORMS VISION SCREENING TEST.
2.2.7.	PERFORMS HEARING TEST.
2.2.8.	PERFORMS PULMONARY FUNCTION TEST.
2.2.9.	PERFORMS LABORATORY STUDY. Obtains specimen and performs laboratory study associated with clinical indicator/physical exam.
2.2.10.	REVIEWS RESULT OF BLOOD SAMPLE FOR ACCURACY.
2.2.11.	REVIEWS/DOCUMENTS PAPANICOLAOU (PAP) SMEAR RESULT.
2.2.12.	ENTERS TEST RESULT INFORMATION IN MEDICAL RECORD.
2.3.	PROCESSES AF IMT 895, <i>ANNUAL MEDICAL CERTIFICATE</i> .
2.3.1.	REVIEWS COMPUTER LISTING.
2.3.2.	FORWARDS TO AFFECTED PERSONNEL FOR COMPLETION.

2.3.3.	REVIEWS COMPLETED FORM.
2.3.4.	COMPLETES FOLLOW-UP ACTION TO POSITIVE RESPONSE.
2.3.5.	FILES COMPLETED MEDICAL CERTIFICATION.
2.4.	SCHEDULES IMMUNIZATION.
2.4.1.	REVIEWS AUTOMATED LISTING FOR DUE/OVERDUE IMMUNIZATION.
2.4.2.	REFERS UPDATED ROSTER TO AFFECTED ORGANIZATION.
2.4.3.	ENSURES COMPLIANCE WITH CURRENT IMMUNIZATION REQUIREMENT.
2.4.4.	ADMINISTERS IMMUNIZATION.
2.4.5.	PREPARES UPDATED IMMUNIZATION RECORD.
2.5.	IDENTIFIES PERSONNEL AUTHORIZED SPECTACLES.
3.	MEDICAL CARE.
3.1.	PERFORMS LINE OF DUTY (LOD) DETERMINATION.
3.1.1.	IDENTIFIES PERSONNEL REQUIRING LOD TREATMENT.
3.1.2.	INVESTIGATES INCIDENT.
3.1.3.	CONSULTS WITH PHYSICIAN.
3.1.4.	ENSURES PATIENT RECEIVES AUTHORIZED MEDICAL CARE.
3.1.5.	PROVIDES PARAPROFESSIONAL MEDICAL ADVICE TO PATIENT.
3.1.6.	DOCUMENTS CASE IN MEDICAL RECORD.
3.2.	PERFORMS EMERGENCY/CRASH RESPONSE.
3.2.1.	RESPONDS TO ON-BASE EMERGENCY AS DIRECTED BY FIRE DEPARTMENT AND/OR CRASH RESCUE TEAM.
3.2.2.	COORDINATES MEDICAL CARE FOR ENTITLED PERSONNEL.
3.2.3.	CONSULTS WITH ATTENDING PHYSICIAN REGARDING CARE.
3.2.4.	DOCUMENTS INCIDENT.

3.2.5.	FILES PATIENT TREATMENT SUMMARY AND DIAGNOSTIC TREATMENT SUMMARY.
3.3.	SCHEDULES SPECIAL PURPOSE EXAMINATION. Schedules special purpose exam to include fetal protection program and occupational related examination. Compiles and distributes scheduled exam roster.
3.4.	DISPENSES NON-PRESCRIPTION MEDICATION.
4.	ADMINISTRATION.
4.1.	DEVELOPS PHYSICAL EXAMINATION SCHEDULE.
4.2.	PREPARES MEDICAL/DENTAL RECORD.
4.3.	DOCUMENTS EXAMINATION RESULT.
4.4.	ADMINISTERS BASE IMMUNIZATION PROGRAM.
4.5.	VALIDATES AF IMT 2583, <i>REQUEST FOR PERSONNEL SECURITY ACTION</i> .
4.6.	MAINTAINS MEDICAL/DENTAL RECORD.
4.6.1.	FILES DOCUMENTATION IN RECORD.
4.6.2.	CREATES NEW MEDICAL/DENTAL RECORD.
4.6.3.	RETIRES MEDICAL RECORD.
4.7.	CONDUCTS SUPPORTED UNIT INCOMING/OUTGOING CLEARANCE.
5.	RESOURCE MANAGEMENT.
5.1.	MANAGES MEDICAL BUDGET.
5.1.1.	DEVELOPS ANNUAL MEDICAL BUDGET ESTIMATE.
5.1.2.	RECEIVES FUND ALLOCATION.
5.1.3.	COORDINATES ADJUSTMENT TO BUDGET.
5.1.4.	MONITORS EXPENDITURE.
5.2.	MAINTAINS MEDICAL SUPPLY.

5.2.1.	DETERMINES ITEM REQUIREMENT.
5.2.2.	ORDERS MEDICAL SUPPLY.
5.2.3.	RECEIVES MEDICAL SUPPLY.
5.2.4.	STORES MEDICAL SUPPLY.
5.2.5.	MONITORS SUPPLY STATUS.
5.2.6.	PERFORMS QUALITY CONTROL.
5.3.	MANAGES MEDICAL EQUIPMENT.
5.3.1.	DETERMINES REQUIREMENT.
5.3.2.	PROCESSES EQUIPMENT REQUEST.
5.3.3.	MONITORS STATUS OF EQUIPMENT ON ORDER.
5.3.4.	RECEIVES EQUIPMENT.
5.3.5.	INSTALLS EQUIPMENT. Arranges for installation or installs equipment in-house.
5.3.6.	PERFORMS PERIODIC OPERATOR MAINTENANCE.
5.3.7.	COORDINATES MEDICAL EQUIPMENT REPAIR CENTER (MERC) VISIT AND TESTING OF MEDICAL EQUIPMENT.
5.3.8.	COORDINATES CIVILIAN CONTRACTOR MAINTENANCE.
5.4.	MAINTAINS FIRST-AID KIT. Periodically inspects first-aid kit for serviceability, replaces dated item, and re-packs as needed.
5.4.1.	INSPECTS PERSONNEL FIRST-AID KIT.
5.4.2.	INSPECTS SHOP FIRST-AID KIT.
6.	TEMPORARY DUTY (TDY) TRAVEL. Performs TDY travel to perform official job-oriented duty.
7.	UNIT TRAINING ASSEMBLY (UTA). Performs planning and scheduling task associated with preparation for UTA.
8.	INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration,

	Meeting, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA, <i>Standard Indirect Description</i> , for the standard indirect description.
--	---

Attachment 3

MANPOWER TABLE

Table A3.1. Standard Manpower Table.

WORK CENTER/FAC SFS Medical FAC/43A0T8		APPLICABILITY MANHOUR RANGE 106.46 – 177.44					
Air Force Specialty Title	AFSC	Grade	Manpower Requirement				
Medical Service Craftsman	4N071	AGR	1	2			
Total			1	2			

NOTE. AFSCs may be adjusted at the discretion of the Commander.